

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 50

November 26, 2003

**SUBJECT: EMPLOYEE IDENTIFICATION REQUIRED FOR WITHDRAWAL AND RETURN OF PROPERTY**

**EFFECTIVE: Immediately**

**PURPOSE:** The Rampart Board of Inquiry identified the authorized retrieval of property from Property Division by Department employees as an area lacking an appropriate level of security. Department Manual Section 4/544, delineates the procedures for signing out property for lengthy analysis, investigative needs, or court. Additionally, this Order establishes the need for employees to provide a Department picture identification and thumbprint at the time evidence or property is withdrawn from Property Division and again when the items are returned.

**PROCEDURE:**

**I. EMPLOYEE'S RESPONSIBILITY.** Department employees, including Los Angeles Fire Department Investigators, who withdraw and return property, or who request the transfer or release of property for any authorized purpose, **shall** provide the appropriate Department picture identification for verification of identity and provide a right thumbprint and signature on the Property Division record.

A "mobile" identification packet (including a small stamp pad and identification form) shall be checked out with property that is to be transferred to another party. The right thumbprint of the second or third party will be taken upon the transfer and return of the property. For example, a sworn officer checks out property for the court and another party. The officer initially provides their right thumbprint. Upon arrival to court, the officer shall obtain the right thumbprint of the person receiving the property (e.g. attorney, clerk, or bailiff). When the property is returned, the officer shall obtain the right thumbprint of the person returning the property. After obtaining the thumbprint, the officer shall again place their right thumbprint onto the mobile identification packet.

**II. PROPERTY DIVISION'S RESPONSIBILITY.** Property Division personnel shall ensure that all Department employees authorized to withdraw property:

- \* Present a valid Department picture identification;
- \* Present the subpoena or notice, covering all property requested for court or other administrative proceedings such as a parole or probation hearing;
- \* Provide a legible right thumbprint and signature at the time of all property withdrawals and returns;
- \* Complete a transfer and release transaction on the appropriate Property Division record; and,
- \* Provide a mobile identification packet if property is to be transferred to another party.

**Note:** All thumbprints will become a permanent part of Property Division records.

**AMENDMENTS:** This Order amends Sections 4/543.10, 4/543.20, 4/543.25, 4/544.10 and Sections 4/545.05, 4/545.10, 4/545.40 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Technical Services Group, shall monitor compliance with this Order in accordance with Department Manual Section 0/080.30.

**WILLIAM J. BRATTON**  
Chief of Police

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